

CALIFORNIA EARTHQUAKE INSURANCE PREMIUM & POLICY COUNT DATA CALL (for the year 2004)

INSTRUCTIONS FOR COMPLETING THE DATA WORKBOOK

The purpose of this section is to provide you with the reporting instructions necessary for completing the EQ-EXP 2004 Data Workbook . The data workbook was developed using Microsoft Excel. Within the workbook, you will find two (2) worksheets.

1. **Company Information Worksheet** – Requests company contact information.

2. **Data Worksheet**

Using your mouse, Click the tab entitled **Data Worksheet** to complete:

Section 1 – Total Personal Lines:

- a. The data requested is broken out in Rows “a” through “e” by Homeowners, Rental, Condominium Unit Owners, Dwelling Fire* and Mobilehome business respectively.
- b. Column 1: Total Direct Written Premiums for property coverage **EXCLUDING** written premium from earthquake business.
- c. Column 2: Total Number of Policies “in force” as of **12/31/04**; **EXCLUDING** policies in-force from earthquake business.
- d. Column 3: Total Direct Written Earthquake* (EQ) Premiums; including CEA written premiums, if applicable.
- e. Column 4: Total Number of *EQ Policies/EQ Endorsements* “in force” as of **12/31/04**; including CEA

Section 2 – Total Commercial Lines:

- a. You should include applicable commercial property lines of business from Line 1 (Commercial Fire*) and Line 5.1 (Commercial Multiple Peril, Non-Liability) of your annual statement.
- b. Columns 1 through 4, discussed in Section 1 above are also applicable to the data requested for commercial business.

Section 3 - Sub-Totals for Personal + Commercial Lines:

- a. Totals for Personal and Commercial Lines for Columns 1 – 4 will automatically be calculated.
- b. This section is provided as a check for you to ensure that the initial information in Sections 1 & 2 was entered correctly.

Section 4 - Reconciliation of Data With Annual Statement – Calif.

State Page Exhibit:

- a. Provide explanation if data submitted in Column 1 of Sections 1 and 2 does not reconcile with your company/group’s Annual Statement - California State Page Exhibit (direct written premiums), Lines 1, 4, 5.1 and 12.

* Remember that Annual Statement Lines 1 (Fire) and 12 (Earthquake) includes both residential and commercial business. It is up to your company to separate the residential and commercial data from these lines.